Vaccine Doses Administered Exercise 2010

Final Planning Webinar

October 13, 2010

1:00 pm CT

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen only mode. During the question and answer session, please press star 1 and record your name to ask a question.

Today's conference is being recorded. If you have any objections, you may disconnect at this time. Now I'd like to turn the meeting over to Michele Renshaw. Ma'am you may begin.

Michele Renshaw: [**Title Slide**] Thank you and welcome everyone to our final Webinar before DAX 2010. I'm extremely excited to be participating with you all this year and looking forward to and happy to have such great participation from everyone. Again, thank you for your time.

Our presentation is going to be rather short, but of course we will have plenty of time at the end if you have any questions, comments or any other problems that you've run into. We'd like to hear about it and see if we can help you.

[**Slide 2**] So with that we are going to go ahead and get started. What we are going to go over today is the details of the exercise one more time, talk about some action items that, if you have not done already, you need to do because we are basically starting in a week and a half, and also to give you a list of resources and how to obtain any assistance that you may need.

I know that you will not have all the links with you today, but the Webinar should be up within a couple days. And you can always go to the web page and click on those links and it will take you to those resources. We will also address any questions and answers that you all have for the exercise.

[**Slide 3**] Regarding the details of the exercise, DAX 2010 Lite, it is a voluntary two-week exercise. We will actually be starting October 24th because our reporting period starts on a Sunday but there will probably not be any activity till October 25, which is a Monday, through November 9.

We are doing this so that we can continue and improve testing our systems as well as yours in the ability to collect, report, aggregate and analyze doses administered data and to keep a level of engagement with the project areas, as well as for the project areas to stay current with the CRA system in the event that we do have to use this again in a true event.

Again, we are going to use the seasonal 2010-2011 flu vaccine as a proxy for this exercise.

[**Slide 4**] Further details on our exercise are that we are going to have two clinics per week for a total of four clinics. There is no maximum number of clinics, so if you want to run it for your whole state, that is fine. We will take your data.

Again, we are going to begin collecting data on Monday the 25th and the last day to report is November 9. So the actual first reporting deadline for those of you using Options 1 and 2 would be Tuesday, November 2.

Each area is responsible for submitting their aggregate doses administered for the reporting period based on the MMWR week which is Sunday through Saturday, and your deadline is 11:59 PM your local time on Tuesday.

[**Slide 5**] Once again, we would like to go over the priority groups. These are different from the H1N1 exercise, but they are the same as the 2007 Pilot and the 2008 DAX exercise.

We are asking you to report these groups because those are the ACIP recommendations.

[**Slide 6**] Our action items, things that need to be done if you have not done them already. Again, for everyone, if you do not have your SDN digital certificate and you are going to be accessing CRA, you need to be sure to get it or get it renewed.

When you go into the exercise, and this is all set up already in the production system, you should use the event name 2010 Vaccine Doses Administered Exercise Lite.

And if you have any providers that are going to be reporting, you need to be sure you have developed your quality control mechanisms for those.

For Option 1 users, you have options to submit a test file to the CRA demo site, CRA Help email address, or your project area point of contact. Any of these methods will be fine if you want to test out your file and make sure that you have everything set correctly.

Also, you should use the event abbreviation of DAX 2010 in your actual file that you send through Option 1.

If you have any backup PHA users that might be submitting data for you, you should also set those up in the system as well and make sure they have digital certificates.

For those of you using Options 2 and 3 you have a little more setup to do on the production system prior to starting the exercise. You need to set up your organizations, your clinics, provider locations and any users or staff that are also going to be submitting data through CRA. Again, for any of those users, be sure they have their digital certificates as well.

You need to assign those users to the organizations that they are going to be reporting on. Finally, you will need to assign the organizations to the actual event which again is 2010 Vaccine Doses Administered Exercise Lite.

[**Slide 7**] As always, for any kind of technical assistance you may need, you can check our CRA Web site which is located from the main CDC page under PHIN. We have reference guides there, check lists and frequently asked questions. As always, you can send an email to CRA Help and one of our contact people will be sure to get back to you as soon as possible.

If you want to test things out, you are welcome to use the demonstration site. If you do not have access, please contact the PHIN help desk. And there is the information on the PHIN help desk for the demo site as well as getting a digital certificate.

[**Slide 8**] All these resources are available on the Web site. Many of these are for the Option 1 people, the data specification document and the data exchange values and validation document.

These will help you to set up your data file that you transmit. It will show the format and what needs to be in your file. We also have checklists available for each of the options for things that you should do prior to the exercise.

[**Slide 9**] Here is the contact information, if you wish to contact one of us directly feel free to do so. Here's all our contact information. Barb Nichols is our Project Lead, I am the Technical Lead as well as the Lead on the exercise, Guy Faler is the Development Project Manager, Howard Hill is with ISD and Sarah Waite is our Outreach Liaison Coordinator.

[**Slide 10**] And now I'd like to open it up for any questions.

Coordinator: Thank you. To ask a question or make a comment, please press star 1 and record your name. Again to ask a question, press star 1. One moment please.

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One moment please. Beatrice your line is open. Please un-mute your phone.

Beatrice Salada: Thank you. Hi. This is Bea Salada from Michigan.

Michele Renshaw: Hello Bea.

Beatrice Salada: Hi. Just wanted to clarify, for submitting our test files, can we do that at any time to the Web page or through email?

Michele Renshaw: Yes.

Beatrice Salada: Great.

Coordinator: To ask a question please press star 1. One moment please.

Gerry Bragg your line is open.

Gerry Bragg: Yes. So for Option 1 users, we are starting on October 25 so our first data transmission would be due also at 12:59 on the 2nd of November?

Michele Renshaw: That is correct. 11:59 PM on November 2.

Gerry Bragg: When you say it ends on November 9, is that the last day in which we are to submit a file or is that the reporting date?

Michele Renshaw: That is the last date to submit the file. The reporting date would actually be the 6th.

Gerry Bragg: Correct. Yes. Okay, just wanted to clarify. Thanks.

Coordinator: To ask a question or make a comment, please press star 1. One moment please.

There are no further questions or comments at this time.

Michele Renshaw: I just wanted to clarify on Bea's question about submitting a test file. We would like that if you do submit that you do it prior to the 25th. We do not have 24/7 support. So if you did send it to us at night, we would not get to it till the next business day. But we would prefer that you send it to us prior to the exercise starting. I just wanted to be sure to clarify that.

Coordinator: One more question came in. One moment. Glenda Anderson your line is open.

Glenda Anderson: Thank you. Michele, last year I was CRA Lite and we have had a change in coordinators. I'm the Coordinator and the person who was here before had regular access to the digital certificate. How would I go about getting it to where I could enter the information and submit it?

Michele Renshaw: You'd need to apply for your own digital certificate. Can you go back to the PHIN help desk page? You can contact the PHIN help desk for that specific information. There is a Web site that you have to go to and a special password that you have to put in to apply for a digital certificate, or you can contact your CRA point of contact here at CDC. I'm sure they have that information as well.

Glenda Anderson: Well we have one. I mean I have the Lite version.

Michele Renshaw: I'm not sure what you mean by you have the Lite version. If you have a digital certificate it...

Glenda Anderson: I can put the information in but I can't submit it. I mean you can do part of the job but you can't complete it.

Michele Renshaw: That might be because of how you've been set up as a user within the CRA system. Do you need us to set you up because the previous person has left? Is that what you need us to do?

Glenda Anderson: Probably. I can call the help desk.

Michele Renshaw: No. The PHIN help desk wouldn't be able to help you. We will follow up with you Glenda.

Glenda Anderson: Okay.

Michele Renshaw: One of us will follow up with you about getting you set up so that you're the PHA or Public Health Administrator for your jurisdiction. That will allow you to enter the data as well as submit it.

Glenda Anderson: Thank you very much.

Coordinator: To ask a question or make a comment, please press star 1. One moment please.

There are no questions or comments at this time.

Michele Renshaw: Again, I want to thank you so much for participating. It seems that you all have it pretty well in hand about what to do.

If anything does come up in the next couple weeks, please let us know. Even once the exercise starts, we are more than happy to help you get things figured out and get things squared away. And I do not see a need to have another Webinar prior to our exercise kickoff.

One thing I did want to ask you all: I know in the past you all have had some ongoing conference calls during the exercise. Do any of you see a need to do that for this exercise? If you do, please press the star 1 and let us know.

Coordinator: Please press star 1 for comments. One moment please.

Veronica Rodriguez your line is open.

Veronica Rodriguez: Thank you. I lost the conference. Sorry, but I have a problem with my computer.

Michele Renshaw: You do not have the PowerPoint?

Veronica Rodriguez: Exactly.

Michele Renshaw: They should be available in a couple days on the regular CRA Web site. And actually Sarah and Leslie just told me they will send it to you directly.

Veronica Rodriguez: Thank you. I appreciate it.

Michele Renshaw:No problem.

> We do want to thank you all for participating. I think what we will probably do because it is such a short exercise is having an after action Webinar following the exercise to discuss how things went and what kind of problems people encountered and things like that. During the exercise I do not see a need to have any conference calls as it is only two weeks.
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> Again, with any problems, any questions you have whatsoever, please contact your CRA person or if you cannot get in touch with them, contact the CRA help email or any of the other contact people up here on the Webinar. I want to thank you all again for participating and for your continued interest. Thank you all very much, look forward to talking to you soon.

Coordinator: Thank you for participating in today's conference call. You may disconnect at this time.

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